

## BATCH FILING (Chapter 7, 13 selective entries only)

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The following instructions will guide you through the process of docketing the same event in multiple cases.

- Chapter 13 Trustee's Final Report and Account (batch)
- Chapter 13 Trustee's Final Report and Account for a Converted Case (batch)
- Chapter 13 Trustee's Final Report and Account for a Dismissed Case (batch)
- Trustee's Certification of Completed Plan (batch)
- Trustee's Interim Report / Delayed Final Report (batch) (CHAPTER 7 ONLY)

**STEP 1** Select **Bankruptcy** from the Main Menu, then click on **Batch Filings** from the *Bankruptcy Events* menu.



**STEP 2** Enter Case Numbers in scroll box, then click on **Next**.

A screenshot of the "File a Court document" form. The form has a title "File a Court document" in blue. Below the title, there is a section labeled "Case Number(s)". This section contains a scroll box on the left with the following case numbers: "01-10003", "01-10004", and "01-10005". To the right of the scroll box, there is a text field containing the text "99-12345, 1-99-bk-12345 or 1-99-bk-12345". Below the scroll box and text field, there are two buttons: "Next" and "Clear".

**STEP 3**      **File a Document** screen appears. Highlight your selection, then click on Next.

**File a Court document**

[1-01-10004 Nipsey Russell](#)  
[1-01-10005 Mickey Mantle](#)  
[1-01-10008 Samantha Stevens](#)

Trustee's Motion to Dismiss Case (batch)  
Trustee's Objection to Confirmation of Plan (batch)

Next Clear

**STEP 4**      A second **File a Document** screen appears for attachment of files/documents to enter.

**File a Court document: [1-01-10004 Nipsey Russell](#) [1-01-10005 Mickey Mantle](#) [1-01-10008 Samantha Stevens](#)**

Date document filed (mandatory)  
7/9/2001

<a href="#">1-01-10004 Nipsey Russell</a>	<input type="text"/>	Browse...
<a href="#">1-01-10005 Mickey Mantle</a>	<input type="text"/>	Browse...
<a href="#">1-01-10008 Samantha Stevens</a>	<input type="text"/>	Browse...

Next Clear

- Type filename in the box, or click on **Browse** to search for file.
- After all files identified, click on **Next**.

**STEP 5**      **Docket Text: Modify as Appropriate** screen appears. This screen allows for addition of prefix and/or additional text.

**File a Court document:** [1-01-10004 Nipsey Russell](#) [1-01-10005 Mickey Mantle](#) [1-01-10008 Samantha Stevens](#)

Docket Text: Modify as Appropriate.

Trustee's Motion to Dismiss Case  . (Langlois, Charles)

*To add a prefix to text:*

- ◆ Click on ▼ arrow next to the box.
- ◆ Click on the correct modifier.

*To add additional text:*

- ◆ Click on the blank text box.
- ◆ Key in any additional text to further describe the entry.
- ◆ Click on **Next** to continue or **Clear** to clear additional text and begin again.

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## Final Text

*Verify docket entry:*

- ◆ If correct, click on **Next** to submit filing.
- ◆ If docket entry is incorrect, press **Back** to make corrections, or start over by clicking **Bankruptcy** on the Main Menu.

**File a Court document:** [1-01-10004 Nipsey Russell](#) [1-01-10005 Mickey Mantle](#) [1-01-10008 Samantha Stevens](#)

Docket Text: Final Text

Trustee's Motion to Dismiss Case. (Langlois, Charles)

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

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## Receipt of Filing

Upon submission of final docket text, **Notice of Electronic Filing** screen appears, to give confirmation that the system has received the entry and is now an official court document.

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### Print receipt

<b>File a Court document: <a href="#">1-01-10004 Nipsey Russell</a> <a href="#">1-01-10005 Mickey Mantle</a> <a href="#">1-01-10008 Samantha Stevens</a></b>	
Notice of Electronic Filing	
The following transaction was received from Langlois, Charles on 7/9/2001 at 3:38 PM EST	
Case Name:	Nipsey Russell
Case Number:	<a href="#">1-01-10004</a>
Document Number:	3
Case Name:	Mickey Mantle
Case Number:	<a href="#">1-01-10005</a>
Document Number:	3
Case Name:	Samantha Stevens
Case Number:	<a href="#">1-01-10008</a>
Document Number:	3
Docket Text:	
<a href="#">Trustee's Motion to Dismiss Case (Langlois, Charles)</a>	

**STEP 1** Click on **File** at top of Netscape screen.

**STEP 2** Select **Print Frame** *OR* click on the Printer Icon at the top of the page.

*[NOTE: It is strongly recommended that copies of receipts be maintained for your records]*